

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

CIT-0691-87

25 SEP 1987

MEMORANDUM FOR: Director of Personnel

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: ADP Support to the Office of Personnel

REFERENCE: CIT 1081-86, dated 2 January 1987

1. Attached is a Memorandum of Agreement which, once formalized, will obligate the Office of Information Technology (OIT) to provide decentralized data processing support to the Office of Personnel (OP). The terms of this agreement have been discussed among our respective staffs. We propose to establish a Dispersed Office Support (DOS) unit under your management co-located with your personnel. The DOS unit would provide software development, software maintenance, technical guidance, and office-wide ADP planning to your Office. Providing these activities on a decentralized basis will help ensure that OIT activities are responsive to your priorities.

2. In order to provide you with the proposed service, we will create a DOS unit of ☐ OIT personnel and a number of your personnel who are directly involved in developing and maintaining OP systems. We will, over time, provide ☐ OIT personnel on a rotational basis, manage the team, and provide career management for the personnel involved. Tasking and day-to-day priorities would be provided by OP managers. Because of previous commitments, we cannot staff at this level initially, however, we will make every effort to provide the key personnel needed to begin to immediately address your needs. The size of this team is greatly expanded over traditional levels of support OIT has provided OP. This level is indicative of your expanded mission in taking on payroll requirements, and in response to what will undoubtedly be a great amount of work required by the Human Resource Task Force proposals. OIT cannot by itself staff up to these new requirements. Therefore, we request that you provide ☐ of the ☐ slots required in addition to those OP slots already provided for OIT personnel. Details of this proposal can be found in the attached MOA.

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3. [] Chief, Career Management Staff, Development Group, OIT, is responsible for negotiating details of this MOA to make it acceptable to you. Please contact me or [] with any questions you may have.

(S)
Edward J. Maloney

Attachment:
Memorandum of Agreement

STAT
DDA/OIT/DG/SSI [] (24 Sept 1987)

Distribution:
Orig - Addressee (w/att)
1 - D/OIT (w/att)
2 - OIT/REG (w/o att)
1 - OIT/PERS (w/att)
1 - C/DG/OIT (w/o att)
1 - SSD/DG (w/o att)

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MEMORANDUM OF AGREEMENT

Between

The Offices of Personnel and Information Technology

for

Dispersed Office Support

BACKGROUND

The office of Information Technology (OIT) and the Office of Personnel (OP) are jointly involved in the development and support of ADP systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OP and OIT, and establishes an OIT Dispersed Office Support (DOS) unit within OP. The purposes of the DOS unit are to provide timely ADP services to OP; to ensure these services are responsive to the priorities of senior OP management; to foster good communications between system implementors and OP customers; to greatly enhance the implementors' understanding and knowledge of customer activities; and to provide for customer visibility into the system development and maintenance process.

AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA shall remain in effect until formally rescinded by either of the two offices.

TERMS OF THE AGREEMENT

OIT and OP jointly agree that an OIT DOS unit shall be established within OP during the implementation period of this MOA. The terms of this agreement are as follows:

- The DOS unit shall be comprised in a single organizational component within OP. It shall be composed of OIT careerists, OP careerists, and OP ADP contractors.
- OIT shall manage the staff and contract personnel assigned to the DOS unit. OIT shall designate a member of the DOS unit to serve as it's on-site manager.
- The DOS unit manager shall report in OP to no lower than a Deputy Director of OP.

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- The DOS manager or his/her designee shall write or review the annual Performance Appraisal Reports (PARs) for the DOS unit staff members with the following caveat: each employee's PAR must have either the primary or reviewing comments written by a manager from that employee's own career service. The DOS unit manager's PAR shall be written by appropriate OP management and reviewed by Chief, Development Group (DG), OIT. The Chief, Development Group, OIT shall review the DOS unit manager's performance with respect to adherence to OIT development standards, policies, and practices.

- D/OP shall have the right to interview and approve the individual recommended by OIT for the DOS unit manager position. OIT shall make all MZ personnel assignments to the unit; OP shall make any additional MP assignments to the unit as appropriate.

- The OIT DOS manager will sit on the DG/OIT career sub-panel and participate in its rankings and promotion exercises. The DOS manager will participate in OP career management forums to the extent desired by OP.

- The OIT DOS unit will consist of [] positions, three of which currently exist in the Office of Personnel. [] remaining positions will be provided by OP and converted to MZ positions. OIT will provide [] positions. OP positions provided shall have an appropriate to-be-negotiated grade level distribution. These [] MZ positions shall be on the Table of Organization for OP. See Attachment A.

- OIT shall be responsible for staffing the DOS unit with [] MZ personnel. Personnel assigned to the DOS unit will have an appropriate mix of ADP skills and experience. OIT personnel shall be assigned to the DOS unit for a tour of duty. The staffing level for the DOS effort shall be reviewed annually by OP and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review. Should OP desire to increase the number of MZ personnel in the DOS unit, it shall provide the required personnel positions and convert them to MZ.

- All development and maintenance required by OP except for selected corporate and field applications will be done by the DOS unit.

- For each new corporate or field project OP and OIT will jointly decide whether that effort would be best performed by the DOS team or through central OIT services outside the DOS unit.

- The existing OIT rotational program in OP will be eliminated. As a transitional vehicle all existing rotational agreements will be honored as part of the DOS program.

- The OIT DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to OP. He/she shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with

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recommended alternatives, if any. The final decision for work priority and approval shall reside with OP.

- OP shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The OIT DOS unit manager shall assist OP in budget formulation by preparing estimates and cost justifications for DOS efforts.
- OP may designate the DOS unit manager as either the OP ADP Control Officer, or as his/her alternate. OP shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

OP RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, OP shall:

- Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements which OP provides to the DOS unit.
- Define the functional requirements, participate in reviews and conduct formal acceptance tests for DOS unit deliverables where appropriate.
- Fund appropriate ADP training for all personnel assigned to the DOS unit.
- Provide the DOS unit personnel with working space, clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers. For maximum efficiency the DOS unit shall be co-located in OP.

DOS UNIT RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, the DOS unit shall:

- Develop and maintain, under the direction of OP, an OP ADP strategic plan.
- Establish a mechanism for responding to the OP's ADP requests with formal estimates and alternatives.
- Develop, enhance, maintain, and support, according to OIT standards, new ADP systems in response to the priorities and requests of OP.
- Perform maintenance and make enhancements as directed by OP to all projects or systems defined in Appendix 1.
- Function as the on-site project manager for DOS contractor support including software procurement and development.
- Provide on-site ADP consulting and assistance to OP personnel.

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OIT/DG CENTRAL SERVICES

OIT/DG will continue to centrally:

- Manage the careers for all OIT DOS unit staff personnel.
- Manage the Directorate of Administration's Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.
- Establish and enforce system development standards, guidelines, and methodologies.
- Through a senior technical OIT/DG review panel, ensure that all development efforts including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

OIT CENTRAL SERVICES

OIT will continue to centrally:

- Define the architecture and install and maintain Agency-wide communications and computing systems.
- Define the primary Agency architecture for field computing.

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Appendix 1

List of projects being transferred to the OP DOS unit -- TBD

Appendix 2

List of MP slots being converted MZ -- TBD

Appendix 3

List of MZ slots being transferred to the TO of OP -- TBD

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OIT STAFF SUMMARY SHEET

SUBJECT:

ADP SUPPORT TO THE OFFICE OF PERSONNEL

PURPOSE OF ACTION:

MEMORANDUM OF AGREEMENT

ACTION OFFICER (Incl. Ext.)

REFERENCES:

OIT 1081-86, dated 2 January 1987

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
ADC/DG	X			SM	25 Sept 87
C/DG	X			ac	9/25
OIT/PERS	X				
D/OIT			X	g	9/25

DISCUSSION:

SIGNATURE OF ACTION OFFICER

9.25.87
DATE

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.